

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE(S) 1 of 2
2. AMENDMENT/MODIFICATION NO. 26		3. EFFECTIVE DATE See Blk 16c	4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337			7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164			()	9A. AMENDMENT OF SOLICITATION NO	
				9b. DATED (SEE ITEM 11)	
			X	10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080	
				10B. DATED (SEE ITEM 13): 07-26-01	
CODE:		FACILITY CODE:			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/619

TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$16,081,843.46

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

()	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return 3 copies to be issued office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

1. The purpose of this modification is to incorporate the Cube Safety and Health Plan in J-4 and Clause 52.245-93, Installation Accountable Government Property—Alternate I. The List of Attachments, J-1 is also changed.

(Continued on page 2)

15A. NAME AND TITLE OF SIGNER (Type or print) <i>[Signature]</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Pamela J. Taylor	
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED 4/22/01	16B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED 23 Apr 02
NSN 7540-01-152-8070 APR 17 2002 THE CUBE CORPORATION		STANDARD FORM 33 (REV. 10-83)	

2. These changes are made at no additional cost to the Government.
3. All other terms and conditions remain the same.

Cube Corporation

Safety and Health Plan

NASA Goddard Space Flight Center Wallops Flight Facility (WFF)

Wallops Island Consolidated Contract (WICC)

August 2001

Contract No.: NAS5-01080

Submitted to: **Contracting Officer**
NASA GSFC-WFF
Code 218
Wallops Island, VA 23337

Submitted by: **Cube Corporation**
45665 Willow Pond Plaza
Sterling, VA 20164

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April 23, 2002

1.0 CUBE CORPORATION SAFETY AND HEALTH POLICY STATEMENT

1.1 Purpose

Safety and health of employees and others is of utmost priority to Cube Corporation management. It is in the best interest of the company, employees, and customers if all duties are performed with rigid adherence to applicable safety and health procedures, and all work activities are performed with safety considerations as a cornerstone. Cube Corporation places emphasis on safety above all other business interests, and empowers each individual to be proactive in ensuring safe working environments. Our policies are tailored to the unique environments of each of our customers, but the underlying principle is to perform our contractual duties with the utmost care and diligence with regard to safe operations.

1.2 Employee Responsibilities

Each employee is responsible for performing his or her work safely, for ensuring safe working practices are employed in their work area, and for reporting or stopping unsafe practices observed. A safe workplace enhances effective mission performance, is required by law and contract, and prevents accidents from occurring. To ensure that all Cube employees are afforded the benefits of a safe working environment, each employee will:

- Report all injuries and accidents immediately to their supervisor.
- Report all safety hazards immediately.
- Observe proper and cautious safety procedures at all times.
- Smoke only in designated areas.
- Be aware of dangerous chemicals, equipment, etc. at the worksite, and know the location of Material Safety Data Sheets (MSDS) for stored items.
- Use appropriate safety equipment required for the specific job.
- Wear appropriate safety clothing, shoes, hard-hats, goggles, hearing protection, etc., in designated areas or when working on an operation that requires such use.
- Keep work areas clean and organized. Keep aisles and fire lanes clear.
- Do not participate in horseplay or practical jokes.
- Be alert at all times to hazards and things that could go wrong, and alert others.
- Apply safety procedures when operating equipment or vehicles.
- Know the location of alarms, fire extinguishers, first aid equipment, etc., in case of an emergency.
- Alert co-workers to unsafe acts.

1.3 Management Responsibilities

Managers and supervisors must be thoroughly familiar with NASA, NAVY, OSHA, and other federal and state standards applicable to their workplaces, and know the safety rules and regulations pertaining to their areas of expertise. Managers and supervisors will ensure a safe workplace for each employee in day-to-day operations, and perform the following activities:

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- Conduct safety awareness training during new hire orientation.
- Hold regularly scheduled safety meetings.
- Provide on-the-job safety training.
- Provide safety and health related posters and materials.
- Schedule attendance to outside classes and seminars.
- Inspect work areas on regular basis to assure they are free of clutter and equipment, and are in good working condition. Assure that unauthorized personnel are not in work areas, and that each employee is fit for duty and uninhibited by illness, alcohol, or drugs.
- Assure that each employee in a job classification requiring state and local certifications or licenses is certified, that certifications are current, and that copies of such documentation are retained on file for periodic review.

- Counsel and, as appropriate, take further action against any employee who willfully violates safety rules and regulations, which put them and/or other persons at risk and/or will potentially cause damage to company or client equipment, vehicles, or other property. Actions taken will be in accordance with Company disciplinary practices, and include up to termination of employment where substantiated facts so warrant.
- Immediately investigate any report of an unsafe condition or practice. Do not tolerate harassment, intimidation, or retaliation against anyone who reports an unsafe working condition (whistleblower protection).
- Report each on-the-job injury or illness immediately, and follow-up with a workplace investigation followed by implementation of identifiable preventive measures for any future incident.
- Maintain and periodically inspect first-aid products at the work site for minor injuries.
- Identify all CPR and emergency First Aid-trained individuals and ensure that people with these skills are identified (posted) and known to all employees. The name of an occupational physician will be available for employee referrals.
- Ensure that all vehicles and equipment owned by the Company and client (vehicles that the Cube Team operates or maintains) are operated and maintained in a safe and serviceable manner.
- Prepare and maintain the OSHA-300 log listing all recordable work-related injuries or illness and the time missed due to such incidents. The log will be posted during February of each year in accordance with OSHA regulations.
- Become familiar with, and knowledgeable in all federal and state requirements, training, labeling, certification, storage, etc. regarding specific site hazards, such as chemicals, etc. that are required to be present in facilities and operating areas.

1.4 Summary

Job safety, and maintaining safe and healthful work environments are critical aspects of each manager's or supervisor's job. Cube Corporation provides evidence of its commitment to safety by including safety operations evaluation factors on annual performance reviews. These safety considerations, and individual safety records, are considered as evaluation factors in determining distributions within the Management Bonus Program.

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2.0 APPLICABLE DOCUMENTS

Cube Corporation has developed this Safety and Health Plan to be implemented specifically on the Goddard Space Flight Center (GSFC) Wallops Island Consolidated Contract (WICC), under contract number NAS5-01080. This Safety and Health Plan satisfies all WICC contractual requirements and is specifically intended help prevent the loss of life, injury or illness, environmental harm, or property loss or damage. It is in accordance with the following applicable documents as specified in the solicitation document and contract.

- RFP5 12345-8629 Clause H.8
- RFP5 12345-8629 Clause J.4
- NASA FAR Supplement (NFS) 1852.223-70
- NASA GSFC Directive GMI 1700.2C
- OPNAVINST 5100.23 Navy Occupational Health and Safety Manual for Shore Stations.
- VA - TBD
- Local - TBD

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3.0 GENERAL

Ultimate responsibility for health and safety at GSFC, Wallops Flight Facility (WFF), and offsite facilities rests with NASA line management charged with GSFC operations. To the extent that contractor services are used in fulfilling operational requirements, it is the contractor's responsibility to meet all the Safety and Health Program objectives with the same diligence and dedication that NASA management applies.

Cube Corporation's Safety and Health Plan addresses each of the following requirements under this contract, in accordance with NASA GSFC Directive No. GMI 1700.2C:

1. Cube Corporation will take all necessary steps to avoid the loss of life, injury, or illness of personnel, environmental harm, and property loss or damage to the extent practical.
2. Cube Corporation will comply with provisions of Occupational Safety and Health Act (OSHAct) of 1970, Executive Order 11807, 29 CFR 1960, published OSHA and NASA standards, all applicable Navy standards and requirements of other federal regulatory agencies. Cube Corporation will adhere to the more stringent regulations if a conflict exists.
3. Instill in each Cube Corporation employee an awareness of the need for safety, health, and environmental conservation.
4. Cube Corporation will implement a risk management system for achieving the necessary level of safety and health commensurate with mission objectives and overall costs.
5. Cube Corporation will ensure that an organized and systematic approach is used for identifying and controlling safety, health, and environmental hazards and problems.
6. Cube Corporation will periodically review and evaluate plans, systems, and activities relating to safety, health, and the environment to ensure that objectives are achieved within established constraints of available technology, funding, and schedule.

4.0 GOALS AND OBJECTIVES

Cube Corporation's primary purpose in establishing this Plan is to maintain an accident-free operation and protect our employees, NASA and Navy personnel, contractor and other on-site personnel, and property by providing effective program policies, responsibilities, and procedures. Our Safety and Health Program goals and objectives for the WICC are to ensure that:

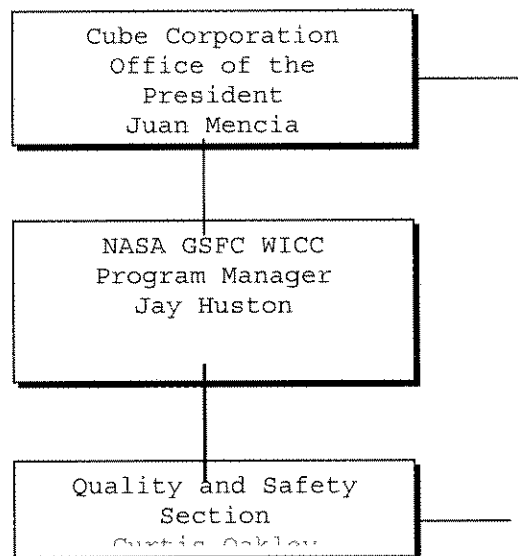
- Every employee will receive training within the scope of his or her job. This includes thorough review of all procedures applicable to hazardous operations/materials identification and reporting, accident prevention and reporting, and tasks involving critical lift operations that could lead to personnel injury or property damage. This training will be provided and documented in accordance with OSHA 29 CFR requirements.
- Every employee will be provided with and understand the importance and proper use of safety equipment required for the safe performance of work.
- Hazardous and/or critical conditions/materials are identified and annotated on Work Orders and other working documentation released to the performing organization.
- Every employee will be trained on the importance of advanced customer/facility user notification for operations that involve potential hazards or critical tasks that could result in personnel injury.
- Implement procedures which include current personnel certifications for employees performing potentially hazardous operations.
- Safety and Health services will be fully integrated with and complementary to WFF environmental management support functions.
- Every employee will endeavor to develop and maintain a safety culture and each employee:
- Is certain of the absolute commitment of management to safety, based on continuous expression of that commitment through action.
- Clearly understands the rights and obligations of employee ownership of safety.
- Believes absolutely that they have ownership of safety.
- Has the knowledge and skills required to fulfill their safety responsibilities.
- Has access to resources necessary to meet safety obligations.
- Acts positively to fulfill their safety responsibilities every hour of every day.
- Is rewarded for positive safety performance and disciplined for unacceptable safety performance above all other measurement standards.
- Every employee will believe that Safety will never be relegated to a position below that of cost, schedule or operations.

5.0 MANAGEMENT STRUCTURE

The Cube Corporation's emphasis on Safety is presented in our WICC Program Organization, in which the Quality and Safety Section is a direct line report to the Cube Team WICC Program Manager.

Our Quality and Safety Section will be the foundation of our program-wide safety initiative. Selected individuals from each WICC organizational element will be used to address specific safety concerns and to ensure continuous process improvement. They will augment the Safety Manager and staff by providing expertise in various areas of interest or concern.

Cube Corporation's Safety and Health Plan requirements are applicable to all contract employees, subcontract employees, and others occupying physical space in which the Cube Team has operational responsibility.



Quality and Safety Section reporting lines ensure clear communication of and management emphasis on an effective Safety and Health Program.

5.1 Program Responsibilities

5.1.1 Program Manager/Deputy Program Manager

Cube Corporation's WICC Program Manager and Deputy Program Manager will be responsible for planning, directing, and controlling activities in a manner consistent with OSHA and NASA/Navy rules and with the goal of preventing accidents and protecting employees. This umbrella of protection will extend to NASA and Navy personnel and to the personnel and property of supporting contractors. The Program Manager will delegate Safety and Health Program requirements to elements in the Cube Team organization while retaining ultimate responsibility for program performance. In addition, he will orchestrate the activities and programs supporting the establishment and maintenance of a viable safety culture.

5.1.2 Senior Management

Cube Team senior managers will embrace policy and directives of the Program Manager and Deputy Program Manager. They will enthusiastically promote concept development and pursue safety excellence in each of their respective organizations.

A viable safety culture is dependent on senior management fully understanding this concept, actively promoting it, and consistently providing support. The absolute commitment of management to safety procedures and practices is key to developing a safety-oriented culture within the work force.

Management will assist in the program development and disseminate a clear statement of policy, one which establishes safety as a primary objective of the organization. They will assign responsibility for safety to the line organization and to the individual employees. They will support safety policy by providing the resources necessary to make it work, and will provide the basics for establishing prudent risk management:

- Allocation of time, material and personnel.
- Clear delineation of responsibility and authority.
- Clear and open channels of communication.
- Training in the skills and knowledge required for safe operations.

Cube Team management will truly lead by example. They will abide by and ensure that all those around them adhere to safety rules and regulations. They will make the decisions that give safety the priority when it may be in conflict with production, cost or schedule. Senior managers will actively encourage employee involvement in the safety process and will support employees who make difficult decisions for the sake of safety. They will ensure that employees who raise safety issues in good conscience are treated positively at all levels within the organization. Management will verify that safety findings are resolved in a reasonable time frame, based on potential severity. They will ensure that every employee is evaluated on safety performance as well as other job responsibilities, and will hold employees accountable for negative performance and reward them for positive performance.

5.1.3 Middle Management

It is middle management's responsibility to administer the safety policy established by senior management. They will take these policies and create specific procedures and practices in their individual work areas. They will intelligently apply the resources provided and ensure that they are effectively used for the purposes for which they are allocated. It is the middle manager who makes the safety culture thrive by ensuring that the concept of safety, as a number one priority, is diligently practiced. The middle manager will also lead by example. They will comply with all safety rules and regulations, and ensure that their employees understand, believe, and practice the prudent safety measures.

The middle manager will actively encourage continuous employee participation in the safety process. They will encourage employee involvement in the development and utilization of safety inspection checklists, ensure that all employees have the opportunity to attend required safety training, utilize employees in the development and implementation of area- or process-specific safety training, and ensure that all employees have an open and effective line of communication for safety-related issues.

As the interface between individual employees and senior management, middle managers will communicate through their daily actions the commitment of senior management to safety. They will demand follow-up and provide feedback on all safety issues that are raised in their areas of responsibility. They will ensure that hazards which cannot be immediately mitigated or eliminated are reported promptly. They will ensure that feedback they receive from their employees is communicated throughout the organization. They will recognize positive safety performance and correct poor performance as it occurs. These managers will evaluate their employees' safety performance with the same rigor they apply to production, cost and schedule, and ensure that rewards or discipline are commensurate with performance.

5.1.4 Individual Employee

A safety culture cannot exist without the complete commitment of individual employees. They will, of their own volition, be committed to an accident-free site and will accept the responsibility for meeting that goal. They should willingly comply with all safety rules, and enforce those rules with their co-workers. Equally important, they will be committed to using their expertise and experience to improve and perfect safety rules/practices whenever possible. They will exercise reasonable safety thinking on every task and immediately communicate safety issues or concerns. Every employee will exercise the authority to stop unsafe acts before they occur. Employees will continually evaluate the Cube Team's WICC Safety and Health Program and practices and provide inputs for improvement.

Cube Team employees will participate in safety activities such as: inspections; training; job hazard analysis; hazard identification and reporting; and emergency response as opportunity allows or the situations dictate. They will recognize that these activities are an integral part of their job functions and hold the highest priority in terms of their duties.

5.1.5 Quality and Safety Section

The Quality and Safety Section Manager is pivotal to the development and maintenance of the Safety and Health Plan. His organization consists of knowledgeable professionals capable of providing technical expertise to the workforce. He will ensure that Cube Team programs meet current regulatory and statutory requirements and that these requirements are effectively communicated to the workforce.

The Quality and Safety Section will provide a framework for safety in the development or overarching safety plans and programs. They will encourage the active involvement of line personnel in the development of these plans and programs and will assist the line organization in the preparation and implementation of a hazard recognition and control programs. This section will maintain required records and generate reports that are required by regulation and analyze data and assist line management in the utilization of safety data to continually improve the processes. This section will also provide technical support to line management in the development of processes, programs and training. The Quality and Safety Section will research, identify, and recommend, as appropriate, new safety tools and programs as they become available. In addition to being a direct report to the Cube Team WICC Program Manager, the Quality and Safety Manager will have direct and immediate access to the President of Cube Corporation.

Additional responsibilities include:

- Promoting continuous improvement in safety and health awareness.
- Acting as liaison with the GSFC WFF, Navy Safety Offices for all safety and health issues.
- Ensuring Safety Plans are implemented throughout the organization.
- Conducting monthly employee safety meetings and bi-monthly management briefings.
- Participating in the program planning and scheduling activities.
- Monitoring/inspecting jobs for safety and health compliance.
- Leading the WICC Program safety initiatives.
- Managing employee safety and health training and certifications.
- Tracking corrective/preventive actions and accident investigations in progress.
- Ensuring compliance with hazardous material procedures, emergency plans, and accident reporting procedures.
- Providing reports and reviews of accident trends.
- Modifying this Plan to achieve GSFC WFF and Cube Team safety and health goals.
- Maintaining open communication with employees.
- Supervising Cube Team personnel in documentation, training, record-keeping and hazard identification and communication.

Division Managers will be responsible for implementing this Plan and providing support to the Quality and Safety Section. Branch Managers will appoint individuals within their Branches to act as Safety and Health Program Monitors who will coordinate directly with the Safety Manager.

6.0 SAFETY AND HEALTH PROCEDURES

6.1 Hazard Identification and Control

Employee awareness and early hazard identification are the foundations of this Plan. Risks will be assessed for likelihood of occurrence and severity, and control methodologies will be recommended.

The Safety Manager, with the assistance of every employee, will conduct surveillance of all work areas and processes to identify and document hazards. Where deficiencies are identified, he will work with employees to plan required corrective actions. Formal records of inspection, deficiencies, and corrective actions will be maintained in the Quality and Safety Section.

An organized and systematic approach will be used to identify and control hazards. This approach will measure safety risks associated with known or perceived hazards and will follow the guidelines of GSFC WFF applicable documents identified in Section 2.0.

6.2 Safety Awareness and Motivation Programs

The Quality and Safety Section will provide training materials to promote safety awareness and aid in motivation. Materials will be made available to all employees and will address:

- Safety performance
- Lessons learned
- Training schedules
- Updates to policies and procedures
- Hazard identification
- Close calls
- Cleanliness practices
- Changes in requirements

The Quality and Safety Section will use a variety of training tools and media resources to keep monthly training innovative and informative. A reporting system will provide for anonymous feedback from employees relating to safety and health issues/conditions. Safety and health information and updates relating to accident/emergency reporting and first aid will be posted in prominent areas. Signs depicting dangerous conditions will also be posted wherever applicable.

6.3 Hazardous Situations/Conditions in Procedures

Certain hazards are expected and can be associated with specific operations. These, however, must be recognized and mitigated whenever possible. Dissemination of safety information is critical to the mitigation process. The Safety Manager, as the focal point for hazards information, must ensure that Cube Team employees are well informed. This is accomplished through various methods and includes: cautions and warnings in procedures; annotation in the Integrated Management System (IMS); and inclusion on work orders issued against potentially hazardous tasks. Cube Team workers and our customers must be fully knowledgeable and cognizant of the risks associated with daily operations and routine maintenance.

6.4 Recognizing Hazards and Avoiding Accidents

To ensure all employees are able to recognize hazards and avoid accidents, managers and supervisors will require that:

- Good housekeeping is practiced in all work areas.

- Employees are taught the importance a safety-oriented attitude.
- Periodic safety and health training is provided.
- Work is accomplished by personnel qualified and/or certified for the task.
- Tools and equipment are inspected at frequent intervals and kept in a safe and serviceable condition.
- Employees are instructed in the reporting of all accidents and mishaps.
- There is a continuing program of on-the-job supervision of all potentially hazardous activities.
- Employees are physically qualified to perform their duties.
- Employees are instructed to report promptly any malfunctions of equipment, absence of safety devices, or improper procedures.
- Advanced detailed emergency plans are developed for each hazardous operation.
- Employees are familiar with requirements of applicable procedures such as Lock out/Tag-out, Personal Protective Equipment, and Confined Space Entry.
- Employees are familiar with safety observation techniques and correct deficiencies as soon as possible.

6.5 Training and Certification of Personnel

The Cube Team will implement a comprehensive training program to ensure that all personnel are knowledgeable of task safety and health requirements. The program will comply with all NASA GSFC/WFF, Navy, federal, state, and local training regulations. Attendance and successful completion by each employee will be tracked and documented through the certification database. The training program will include:

- Mandatory new-employee safety orientation
- Basic safety and health classes
- Emergency planning and operation
- On-the-job training
- Physical evaluation of employees
- Critical task training certification

The Cube Team training program will provide a complete listing of jobs requiring certification, frequency of training, descriptions of required training, medical requirements (to be satisfied by physical exam if required), and other provisions. Division managers are responsible for ensuring that all employees in their division are properly certified, licensed, and possess the training and experience necessary to perform safely and in accordance with contract requirements.

6.6 Personnel Certification Plan

This Plan will document WICC requirements for certifications for those employees working on critical systems that are potentially hazardous. This document establishes specific requirements for certification periods, certification methods, and re-certification. The following lists these requirements along with the WICC organizational element(s) responsible for ensuring the certification/training:

Requirement	WICC Organizational Responsibility
• Lead journeyman will supervise and check work of all apprentices	• Section Managers verify
• Any worker operating in areas of hazardous waste will complete a 24-hour hazardous waste site operator's course per OSHA regulations.	<ul style="list-style-type: none"> • Division Managers identify positions affected by this requirement. • Safety Section ensures completion of training.

Requirement	WICC Organizational Responsibility
<ul style="list-style-type: none"> HVAC/R mechanics working on refrigerated circuits or devices will be EPA-certified per the Clean Air Act. 	<ul style="list-style-type: none"> Division Managers will verify certification. Human Resources will maintain certification records.
<ul style="list-style-type: none"> HVAC/R service practices maximize recycling of ozone depleting compounds for recovery and containment of refrigerants. 	<ul style="list-style-type: none"> Safety Monitors will verify procedures and practices with Safety Section assistance.
<ul style="list-style-type: none"> HVAC/R mechanics will be at the journeyman level with at least 4 years' experience at that level within his trade. 	<ul style="list-style-type: none"> Division Managers will verify the experience level and document in the training record.
<ul style="list-style-type: none"> HVAC/R mechanics working on refrigerants will hold no less than a "Universal Journeyman" level in certification. 	<ul style="list-style-type: none"> Division Managers will verify and record training. Employee will carry certification at all times.
<ul style="list-style-type: none"> Apprentices working on HVAC/R tasks will be under direct supervision of "Universal" journeyman mechanics at all times. 	<ul style="list-style-type: none"> Division Manager will verify.
<ul style="list-style-type: none"> WICC will have an individual with at least 5 years' experience in hazardous waste management, waste water treatment, and environmental programs, familiar with federal, state, and local regulatory agency laws, standards, and guidance. 	<ul style="list-style-type: none"> Program Manager will ensure this requirement is fulfilled.
<ul style="list-style-type: none"> Provide individuals with at least 3 years' experience in spill response with experience directing spill response teams and managing spill response resources, familiar with applicable federal, state, and local regulations. 	<ul style="list-style-type: none"> Program Manager will ensure this requirement is fulfilled.
<ul style="list-style-type: none"> Provide individuals with current OSHA certifications for abatement operations, minimum of 2 years' work experience in asbestos and lead abatement projects. 	<ul style="list-style-type: none"> The Safety Manager will be responsible for coordinating and verifying all personnel involved in these activities are properly trained and training is documented.
<ul style="list-style-type: none"> Personnel involved in spill response will be provided three 8-hour HAZWOPER refresher training courses. Personnel involved in Incident Command will receive two 8-hour Incident command refresher training courses. 	<ul style="list-style-type: none"> The Safety Manager will ensure these requirements are placed in position descriptions and training records. The Safety Manager will coordinate training schedules with supervisors.
<ul style="list-style-type: none"> Provide individual with minimum of 3 years' work experience in environmental sampling and record keeping using EPA protocols. 	<ul style="list-style-type: none"> The Program Manager will ensure this requirement is fulfilled.
<ul style="list-style-type: none"> Persons performing pest control will be licensed in pest control per federal and state regulations. 	<ul style="list-style-type: none"> Licensing requirements will be stipulated in subcontracts.
<ul style="list-style-type: none"> All operators of general or special purpose vehicles and equipment will be proficient and trained in the safe operations of specific equipment/vehicles. 	<ul style="list-style-type: none"> Section Managers will verify the currency of licenses and training.
<ul style="list-style-type: none"> Electricians and technicians working 	<ul style="list-style-type: none"> The Section Manager will ensure these

Requirement	WICC Organizational Responsibility
on alarm systems will be trained and certified in writing as qualified to work on systems. Journeyman level workers will hold current OEM training certificates for fire alarm and gas detection systems.	requirements are met and recorded.
<ul style="list-style-type: none"> All electrical technicians will be at the "journeyman" level. 	<ul style="list-style-type: none"> The Facilities O&M Branch Manager will ensure this requirement is met by placing the requirement in the position description and verifying before hire decision.
<ul style="list-style-type: none"> For the Utility Control System, provide individuals with 3 years' experience in the energy management field. Will be capable of programming software for existing UCS. 	<ul style="list-style-type: none"> The Facilities O&M Branch Manager will ensure these experience and skill requirements are entered into the position descriptions and individuals hired conform to the requirement.
<ul style="list-style-type: none"> UCS Technicians will be proficient in three areas: <u>Field</u> -programming proficiency, trouble shooting, and capable of supporting installation and checkout of new systems. <u>Console</u> - experience in coordination/response to maintenance alarms, critical alarms, and facility maintenance work to avoid false alarm generation; temporary adjustments and program changes to UCS controlled systems. <u>Repair</u> - capable of repairing control cards, field sensors, and associated test procedures, and use of test equipment/tools. 	<ul style="list-style-type: none"> The O&M Division Manager will ensure these experience and capability requirements are entered into position descriptions and individuals hired conform to requirements. Required updates in training as a result of system modification/upgrade will be validated by Branch Managers.
Predictive testing and inspection training and certification requirements:	<ul style="list-style-type: none"> Division Manager will ensure experience and skill requirements are entered into position descriptions and individuals hired conform to requirements. Training updates as a result of system modifications and upgrades will be validated by Branch Managers.

The Cube Team's Training and Certification Program will comply with applicable specifications. Minimum requirements of education, experience, and physical condition will be established for each task requiring certification. Certification levels for job categories will be monitored by the Quality and Safety Section and updated as necessary to reflect changes in procedures, equipment, facilities, and job scope.

6.7 Hazardous Substances

The Cube Team will comply with the WFF tenant hazardous materials programs in accordance with SOW C.8.2.8 The Cube Team will provide annual training for all personnel to ensure proper procurement, processing, packaging, labeling, storage, and transportation of hazardous material. Training will include actions to be taken in the event of a hazardous material spill. Hazardous chemicals and substances will be inventoried by trained personnel. Material Safety Data Sheets (MSDS) will be available for each chemical or substance. Selected employees who have been appropriately trained per OSHA 29 CFR and EPA 40 CFR requirements will be

responsible for storing and dispensing hazardous materials. Employees handling hazardous commodities for which the Cube Team is responsible will be monitored by the Quality and Safety Section.

6.8 Emergency Service Plans

The Safety Manager will be responsible for coordination and verifying readiness of employees to perform emergency support duties in a safe and environmentally sound way. Semi-annual emergency service exercises will include procedures, material, and training, and are designed to identify weaknesses and/or areas for improvement. The Program Manager and the Safety Manager will witness and verify the validity of these exercises and ensure that corrective actions are tracked to closure through the IMS. The Safety Manager will assist in these activities and ensure all safety requirements are properly covered.

Designated personnel will attend Emergency Planning and Operations training which will include:

- Identification of highly hazardous areas and operations requiring immediate response should a catastrophic event occur.
- Emergency training requirements by job category.
- Evacuation plans.
- Chains of command duties of personnel during emergencies.
- Safe distances to hazardous areas.
- Temporary site security.
- Notification requirements.
- Emergency reporting procedures for accidents, fires, chemical spills, electrical, security, flooding, or police emergency.

6.9 Accident and Mishap Investigation

The Cube Team will thoroughly investigate all mishaps and close calls to determine root cause and the necessary action to prevent recurrence. We are committed to the closure of all outstanding safety issues and to the implementation of identified and approved corrective actions. All mishaps will be reported to the Safety Manager by the responsible supervisor. The Safety Manager will report to the CO exposure to any hazardous substances, possible exposure from any hazardous substance, and all mishaps resulting in death, trauma, occupational disease, bodily injury, or environmental damage, in accordance with SOW C.10.1.f. The Safety Manager will ensure mishaps and close calls are reported and thoroughly investigated, and that results are documented.

6.10 Safety and Health Services

The Cube Team will provide services to promote an environment which meets our health and safety goals. These services will be presented in training programs to all employees to ensure that they:

- Are knowledgeable regarding MSDS use.
- Receive required training for applicable hazardous materials.
- Are familiar with container labeling requirements.
- Are aware of applicable waste handler duties and responsibilities.
- Follow hazardous substance mishap reporting procedures.
- Know how to deal with improperly stored hazardous substances.
- Are provided with a list of agencies that provide assistance in dealing with hazardous materials.
- Are familiar with appropriate NASA, Navy, company, federal and state regulations.
- Report to GSFC WFF Medical Center for personnel injuries.
- Attend annual Hearing Conservation training.

6.11 Inspections

The Quality and Safety Section will conduct periodic inspections to identify potentially unsafe operations or conditions capable of causing personal injury, occupational disease, work interruptions, or equipment damage. Safety inspection results will be documented and kept on file. If safety hazards are identified, plans to rectify these conditions will be developed, documented, and implemented. Inspections will identify potential safety and health risks such as corrosion, contamination, material fatigue, and equipment or protective device malfunctions. Inspection pre-planning for work-in-progress will be accomplished via the Integrated Management System (IMS). The IMS will be monitored by the Safety Manager to track past and upcoming inspections, maintenance performed, failures and replacement dates for tools, equipment, and personal devices. Logs will be reviewed periodically by the Quality and Safety Section to ensure accuracy and currency.

6.12 Critical Task Training

Each employee's job will be assessed to determine critical tasks. Division Managers, assisted by the Safety Manager, will ensure necessary training is accomplished and recorded.

6.13 Personal Protective Equipment

Job and hazard analyses will be used as a basis for determining required Personal Protective Equipment (PPE). This will be supplemented by periodic surveys to ensure maximum required coverage. The Cube Team will comply with the law (29 CFR) and will exercise prudent judgment in making PPE decisions. Job Hazard Analyses will be updated on an annual basis by the Cube Team Quality and Safety Section.

Employees are trained in proper use of PPE and are aware of the hazards which require its use. Eye, ear, head and foot protection are provided on a routine basis, while specialty equipment is procured as required. No deviations from required PPE are permitted or tolerated by the company, and failure to comply with PPE requirements is handled as a disciplinary issue.

6.14 Program Evaluations

Our evaluations of safety performance will reflect our emphasis and expectations for an effective Safety and Health Program. Quality and Safety Section responsibilities include monitoring day-to-day safety and health activities; compiling safety and health statistics; and investigating incidents. The Safety Manager will have unimpeded access to the Cube Corporation WICC Program Manager and to the President of The Cube Corporation. Audits will be conducted by Safety personnel with assistance and support from other personnel responsible for implementing the Safety and Health Program. The Cube Team invites participation by the appropriate WFF personnel in these audits. Audits may be either scheduled or unscheduled and may cover Safety and Health matters in general or be limited to topics of particular interest. Audits will be conducted using an agenda outlining audit objectives and methods. Audit teams will be accompanied by personnel designated for this purpose by Branch Managers. Branch Managers will be given a verbal debriefing indicating the preliminary audit findings and recommendations. Formal reports will be prepared by audit teams detailing audit objectives, findings, conclusions, and recommendations. Reports will be approved by the Safety Manager prior to distribution (which will include the CO).

Branch Managers will take action to correct deficiencies in a timely manner. They will prepare and issue weekly status reports showing completion of progress toward correcting each deficiency, or justifying failure to do so. These reports will be continued until all deficiencies have either been corrected or a justification for failure to take action has been proposed and approved by either the Safety or Program Manager. Each branch will be audited on a periodic basis, based on need, with adequate prior notification provided.

The Cube Team's continuous improvement efforts use trend analyses, statistical, and engineering techniques to monitor and assess performance in various functions. These techniques are ideally suited to independent assessment of the Safety and Health Program. Results will be supplemented by information obtained through specific and general compliance audits. Evaluation results containing recommendations for corrective action will be provided to the Program Manager, Safety Manager, Cube Corporation Senior Management, and the NASA GSFC WICC CO. Approval of recommended corrective actions will be obtained from the Program Manager prior to implementation. Progress of corrective action implementation will be monitored by the Safety Manager.

6.15 Safety and Health Activities

The Cube Team's Safety and Health activities are summarized in the table below.

Activity	Frequency	Documentation
Employee safety training	Monthly	Minutes and attendance
New employee physicals (if applicable) and drug screening	Prior to employment	Personnel record
Accident reviews and lessons-learned at safety training	Monthly	Minutes and attendance
Emergency training exercises	Semi-annually	Quality and Safety Section files
New employee orientation and general safety training and verification by the Safety Manager that all required safety equipment is available to each employee	Upon hire	Personnel file
Hazardous materials and operations training for applicable new employees	Upon hire	Personnel file
Accident/incident/damage reporting	Per occurrence	Notification to CO per SOW
Formal safety and health inspections	As required	Inspection reports and follow-up plans
Program evaluations	Frequency determined by trends/analysis	Quality and Safety Section records
Safety and Health Plan review	Initial	Formal approval by WICC CO
Audits	Annually for each branch	Formal report by Audit Team; deficiencies and resolutions tracked by Safety Manager
Coordination of safety requirements and accomplishments in personnel certifications	All applicable new employees	Report to CO per SOW
Safety Branch review of Preventive Maintenance Plan	Initial submittal and all revisions	Report D
Safety Manager review of the Facility Condition Assessments	Each assessment report as required	Report
Safety Branch review of the Hazardous Waste/Material Monthly	Monthly	Report

WALLOPS INSTITUTIONAL CONSOLIDATED CONTRACT (WICC)

CONTRACT NUMBER NAS5-01080

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SECTION B OF RFP5 12345-8629

SUPPLIES OR SERVICES AND PRICE/COST

B.8 MINIMUM/MAXIMUM VALUE OF CONTRACT SERVICES (GSFC 52.216-90) (DEC 2000)

(a) The minimum amount of supplies or services that shall be ordered during the effective period of this contract is \$1,000,000.00. The maximum amount of supplies and services that may be ordered during the effective period of this contract is \$60,000,000.00.

(b) The minimum amount is reached when the sum of the dollar amounts of all ordered supplies or services, except for any adjustments made pursuant to the Limitations of Cost or the Limitation of Funds clause, equals or exceeds the minimum amount stated in paragraph (a).

(c) The maximum amount is reached when the sum of the dollar amounts of all ordered supplies or services, except for any adjustments made pursuant to the Limitation of Cost or Limitation of Funds clause, equals the maximum amount stated in paragraph (a).

(d) The maximum amount, if reached, precludes the issuance of further orders for supplies or services under this contract. However, reaching the maximum amount does not preclude adjustments to the dollar amounts of existing placed orders, for actions that are within the scope of the placed orders, and which are made pursuant to existing contract authority, such as the Changes clause.

(End of clause)

B.9 CONTRACT FUNDING (1852.232-81) (JUN 1990)

Baseline:

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$111,510.00. This allotment is for Phase-In and covers the following estimated period of performance: 7/26/01-8/26/01.

(b) An additional amount of \$ 6,490.00 is obligated under this contract for payment of fee.

SECTION B OF RFP5 12345-8629

SUPPLIES OR SERVICES AND PRICE/COST

IDIQ:

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$0.
- (b) An additional amount of \$ 0 is obligated under this contract for payment of fee.

Total Contract Funding: \$118,000.00

(End of Clause)

B.10 CONTRACT EXTENSION RESULTING FROM PROTESTS

(a) If the award of a successor contract to perform the services being performed under this contract is delayed due to a protest, the Contracting Officer may extend the term/effective period on this contract to cover any delay caused by such a protest. The Contractor shall be entitled to an equitable adjustment for such an extension, subject to the limitations in paragraph (b).

(b) The final fee evaluation period may be extended to include the contract extension period provided for in paragraph (a). However, if the Contractor is the protester or one of the protesters; no additional fee shall otherwise be made available to the Contractor, unless the Contractor or another protester substantially prevails in the protest.

(End of Clause)

B.11 VARIATIONS IN BASELINE WORKLOAD

During the term of the contract, the Contractor is obligated to provide support, including services, supplies, materials, and equipment, to meet the baseline requirements within the workload ranges defined in Attachment J-2. The identified workload ranges within all functional areas reflect the best estimate of the workload required supporting the overall contract baseline. It is understood and agreed that this allocation of workload to discrete

SECTION F OF RFP5 12345-8629
DELIVERIES OR PERFORMANCE

NASA official Receiving site: Receiving, Building F-19
Compliance with this clause is necessary to assure
verification of delivery and acceptance and prompt payment.

(End of Clause)

(End of Section)

SECTION G OF RFP5 12345-8629

CONTRACT ADMINISTRATION DATA

G.1 FINANCIAL MANAGEMENT REPORTING (GSFC 52.242-90)(FEB 2000)

(a) Requirements. This clause provides the supplemental instructions referred to in NASA FAR Supplement (NFS) clause 1852.242-73. The NFS clause and NASA Procedures and Guidelines (NPG) 9501.2C, "NASA Contractor Financial Management Reporting", establish report due dates and all other financial management reporting requirements. NPG 9501.2C permits withholding of payment for noncompliance.

(b) Supplemental instructions.

(1) Monthly (NF 533M) reports are required. Quarterly (NF 533Q) reports are also required. One copy shall be provided to each of the following:

Contracting Officer, Code 218

Contracting Officer's Technical Representative, Code 200

Resources Analyst, Code 200

Administrative Contracting Officer (if delegated)

(2) Reserved: (Reporting structure to be developed in accordance with clause H.4)

(c) Web sites. (1) NPG 9501.2C, "NASA Contractor Financial Management Reporting":

http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Financial_Management/contents.html

(1) NF 533 Tutorial: (for training purposes only)

<http://genesis.gsfc.nasa.gov/nf533.htm>

(End of Clause)

G.2 CONTRACTOR USE OF GSFC LIBRARY (GSFC 52.245-90) (AUG 1993)

The Contractor's professional employees performing work under this contract are granted borrowing privileges at the Goddard Space Flight Center (GSFC) Library.

SECTION H OF RFP5 12345-8629

SPECIAL CONTRACT REQUIREMENTS

H.19 RELEASE OF INFORMATION

Publication and/or distribution of any information or data related to performance under this contract requires prior clearance from NASA. Likewise, any news release including photographs, films, or video, public announcements, denial or confirmation of any activity related to this contract requires similar approval. Requests for approval shall be routed through the Contracting Officer's Technical Representative (COTR) and addressed to the Goddard Space Flight Center, Wallops Flight Facility Office of Public Affairs.

(End of Clause)

**H.20 REPAIR OR REPLACEMENT OF GOVERNMENT PROPERTY--
SPECIAL CONDITIONS**

(a) Government property categorized as facilities (defined at FAR 45.301 and NASA FAR Supplement 1845.301) has been provided for the performance of this contract.

(b) Except as specified in paragraph (e) below, the Government will not authorize the replacement of any defective Government property as a direct reimbursable cost under this contract. Replacement shall be at no cost to the Government except as may be permitted by FAR 31.205-11, "Depreciation." However, the Government may authorize and reimburse the repair of defective Government property as stated in paragraph (c). If repair is not approved by the Contracting Officer, the Contractor agrees to replace any defective Government property with property owned or leased by the Contractor. However, such Contractor property need not be identical to the replaced property. Further, replacement may be waived by the Contracting Officer provided the Contractor submits a written request and demonstrates to the satisfaction of the Contracting Officer that the capability to perform the contract in an acceptable and efficient manner is not degraded.

(c) The Government may reimburse the reasonable direct cost for the repair of any Government property for which

SECTION H OF RFP5 12345-8629

SPECIAL CONTRACT REQUIREMENTS

repair is determined to be an acceptable alternative. In accordance with FAR clause 52.245-5, the Contractor is required to have an approved maintenance/repair program for Government Property. The criteria in this program shall be used to determine when the contractor is required to request approval from the Contracting Officer for repair or replacement of Government property. However, in the absence of a Government approved maintenance/repair program, the Contractor must submit each repair request to the Contracting Officer. When the maintenance program requires the Contractor to inform the Contracting Officer of the need for a repair/replacement decision, the Contractor shall notify the Contracting Officer, in writing, and provide a "not to exceed" dollar amount for the repair of the property and a rationale as to why repair is the best alternative considering the age of the property, the nature of the defect(s), and the criticality of the property to the accomplishment of the requirements of the contract. If the Contracting Officer agrees that the property is still needed for contract performance and that repair is an acceptable alternative, the Contracting Officer may authorize the repair. If the Contracting Officer considers that repair is not an acceptable alternative, the Contracting Officer shall notify the Contractor and the replacement equipment or needed equivalent capability shall be provided by the Contractor in accordance with paragraph (b) above. This decision by the Contracting Officer shall not be subject to the Disputes clause of this contract.

(d) The parties agree that if the contract period expires, or the Government does not thereafter contract with the Contractor for performance of the same, or substantially the same, services contemplated by this contract, the Contractor shall, upon the written request of the Contracting Officer, transfer title to any equipment identified by the Contracting Officer from the records referenced above, to either the Government or a successor Contractor. All warranties received as a result of the Contractor replacing IAGP at Government cost shall revert to the Government or successor contractor at the conclusion of the contract.

(e) If a request for transfer of title to the Government is made, the Government agrees to recognize as an allowable

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SPECIAL CONTRACT REQUIREMENTS

cost under the contract, so much of the cost of the requested property that has not been depreciated as of the end of the contract period. Payment of such un-depreciated balances will be not later than 45 days after transfer of title. If a request for transfer of title to a successor Contractor is made, the Contractor agrees to transfer title to the identified property to the successor Contractor for applicable un-depreciated balances, subject to commercially reasonable terms and conditions regarding payment and other matters agreed to by the parties.

(f) This clause shall not apply to the following items:

General Purpose or Agency Unique Property valued in excess of \$100,000.00; property valued less than 100K to be replaced by the Government (J-3); Navy ADP equipment and ODIN Desktop Computer Services.

(End of Clause)

H.21 CONTRACT PHASE-OUT

The parties recognize the ongoing nature of NASA, Wallops Institutional Support and the importance of providing for a seamless transition of program implementation to a successor Contractor. The Contractor shall cooperate to effect an orderly and efficient transition to any such successor Contractor during a transition period to be specified by the Contracting Officer.

To effect this transition, the Contractor shall provide a Phase-Out Plan incorporating its Phase-Out Cost, in accordance with Clause B.3, within 90 days after request by the Contracting Officer prior to the final year of any contract period (basic or award term). The Plan shall conform to the content prescribed by the Contracting Officer.

(End of Clause)

(End of Section)

SECTION I OF RFP5 12345-8629

CONTRACT CLAUSES

1.1 SECTION I CLAUSES INCORPORATED BY REFERENCE

(52.202-1)	DEFINITIONS (OCT 1995)
(52.203-3)	GRATUITIES (APR 1984)
(52.203-5)	COVENANT AGAINST CONTINGENT FEES (APR 1984)
(52.203-6)	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995)
(52.203-7)	ANTI-KICKBACK PROCEDURES (JUL 1995)
(52.203-8)	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
(52.203-10)	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
(52.203-12)	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (JUN 1997)
(52.204-2)	SECURITY REQUIREMENTS (AUG 1996)
(52.204-4)	PRINTING/COPYING DOUBLE SIDED ON RECYCLED PAPER (AUG 2000)
(52.209-6)	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (JUL 1995)
(52.211-15)	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS (SEPT 1990)
(52.215-2)	AUDIT AND RECORDS--NEGOTIATION (JUNE 1999)
(52.215-8)	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
(52.215-11)	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--MODIFICATION (OCT 1997)
(52.215-13)	SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS (OCT 1997)
(52.215-14)	INTEGRITY OF UNIT PRICES (OCT 1997)
(52.215-15)	PENSION ADJUSTMENTS AND ASSET REVERSIONS (DEC 1998)
(52.215-18)	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (OCT 1997)
(52.215-19)	NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)
(52.215-21)	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 1997)
(52.216-7)	ALLOWABLE COST AND PAYMENT (MAR 2000)
(52.219-6)	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)
(52.219-8)	UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 2000)
(52.222-3)	CONVICT LABOR (AUG 1996)
(52.222-4)	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT--OVERTIME COMPENSATION (SEP 2000)
(52.222-6)	DAVIS-BACON ACT (FEB 1995)
(52.222-16)	APPROVAL OF WAGE RATES (FEB 1988)
(52.222-17)	LABOR STANDARDS FOR CONSTRUCTION WORK - FACILITIES CONTRACT (FEB 1988)
(52.222-21)	PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
(52.222-26)	EQUAL OPPORTUNITY (FEB 1999)
(52.222-35)	AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (APR 1998)
(52.222-36)	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)

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(52.222-37)	EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (JAN 1999)
(52.222-41)	SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)
(52.222-50)	NON-DISPLACEMENT OF QUALIFIED WORKERS (MAY 1999)
(52.223-5)	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (APR 1998)
(52.223-6)	DRUG FREE WORK PLACE (JAN 1997)
(52.223-10)	WASTE REDUCTION PROGRAM (AUG 2000)
(52.223-12)	REFRIGERATION EQUIPMENT AND AIR CONDITIONERS (MAY 1995)
(52.223-14)	TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)
(52.224-1)	PRIVACY ACT NOTIFICATION (APR 1984)
(52.224-2)	PRIVACY ACT (APR 1984)
(52.225-1)	BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM--SUPPLIES (FEB 2000)
(52.227-1)	AUTHORIZATION AND CONSENT (JUL 1995)
(52.227-2)	NOTICE AND ASSISTANCE REGARDING PATENT AND COPY-RIGHT INFRINGEMENT (AUG 1996)
(52.227-3)	PATENT INDEMNITY (APR 1984)
(52.227-14)	RIGHTS IN DATA-GENERAL (JUN 1987) as modified by NASA FAR Supplement 1852.227-14--ALTERNATES II, III, & V (JUN 1987)
(52.228-7)	INSURANCE--LIABILITY TO THIRD PERSONS (MAR 1996)
(52.232-17)	INTEREST (JUN 1996)
(52.232-22)	LIMITATION OF FUNDS (APR 1984)
(52.232-23)	ASSIGNMENT OF CLAIMS (JAN 1986)
(52.232-25)	PROMPT PAYMENT Alternate I (DEC 2000)
(52.232-34)	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)
(52.233-1)	DISPUTES (DEC 1998)
(52.233-3)	PROTEST AFTER AWARD (AUG 1996)--ALTERNATE I (JUN 1985)
(52.237-2)	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
(52.237-3)	CONTINUITY OF SERVICES (JAN 1991)
(52.242-1)	NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)
(52.242-4)	CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)
(52.242-13)	BANKRUPTCY (JUL 1995)
(52.243-2)	CHANGES--COST-REIMBURSEMENT (AUG 1987)-- ALTERNATE II (APR 1984)
(52.244-2)	SUBCONTRACTS (AUG 1998)--ALTERNATE I (AUG 1998)
(52.244-5)	COMPETITION IN SUBCONTRACTING (DEC 1996)
(52.245-5)	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (JAN 1986) (DEVIATION) (JULY 1995)--
(52.245-19)	GOVERNMENT PROPERTY FURNISHED "AS IS" (APR 1984)
(52.246-25)	LIMITATION OF LIABILITY--SERVICES (FEB 1997)
(52.247-67)	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT (JUN 1997)
(52.247-1)	COMMERCIAL BILL OF LADING NOTATIONS (APR 1984)
(52.249-6)	TERMINATION (COST-REIMBURSEMENT) (SEP 1996)
(52.249-14)	EXCUSABLE DELAYS (APR 1984)
(52.251-1)	GOVERNMENT SUPPLY SOURCES (APR 1984)
(52.251-2)	INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES (JAN 1991)

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(52.251-1) GOVERNMENT SUPPLY SOURCES (APR 1984)
(52.251-2) INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES
AND RELATED SERVICES (JAN 1991)
(1852.215-84) OMBUDSMAN (JUNE 2000) The installation Ombudsman is William F.
Townsend at Goddard Space Flight Center, Mailstop 100, Greenbelt, Maryland
20771, Phone: 301-286-5066, Fax: 301 286-1714, email address:
William.F.Townsend.1@gsfc.nasa.gov.
(1852.216-89) ASSIGNMENT AND RELEASE FORMS (JUL 1997)
(1852.223-74) DRUG AND ALCOHOL FREE WORKFORCE (MAR 1996)
(1852.243-71) SHARED SAVINGS (MAR 1997)

(End of By Reference Section)

1.2 APPROVAL OF CONTRACT (52.204-1) (DEC 1989)

This contract is subject to the written approval of GSFC Procurement Officer and shall not be binding until so approved.

(End of Clause)

1.3 ORDER LIMITATIONS (52.216-19) (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$2,501.00 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of five (5) million dollars;

(2) Any order for a combination of items in excess of five (5) million dollars or;

(3) A series of orders from the same ordering office within three (3) days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

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and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) NASA prime and subcontractors are encouraged to use their best efforts to award subcontracts to small business concerns located in rural areas.

(c) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small business concerns located in rural areas.

(d) The Contractor agrees to insert the provisions of this clause, including this paragraph (d), in all subcontracts hereunder that offer subcontracting possibilities.

(End of Clause)

(End of Section)

SECTION M OF RFP5 12345-8629
EVALUATION FACTORS FOR AWARD

J.1 LIST OF ATTACHMENTS (GSFC 52.211-101) (OCT 1988)

The following attachments constitute part of this contract:

Attachment	Description	Date	No. of Pages
J-1	Statement of Work	7/26/01	182
J-2	SOW Appendix	7/26/01	59
J-3	Government Property	NA	18
J-4	Safety & Health Plan	(Phase-In)	
J-5	Wage Determinations (WDs)	5/29/00	8
J-6	IDIQ Pricing Schedule	12/14/01	6
J-7	Definitions	NA	9
J-8	Contract Work Breakdown Structure	5/21/01	9
J-9	Critical Positions	5/21/01	3
J-10	Security Classification	NA	2
J-11	Transition Plan	5/21/01	4
J-12	Award Term/Fee Plan	TBD	

(End of Clause)
(End of Section)

3.0 FACILITIES OPERATIONS AND MAINTENANCE

3.1 General Information

The Contractor shall provide broad and comprehensive support in facilities operation and maintenance basic requirements.

Open flame work will not be permitted unless the Contractor obtains prior clearances from the Emergency Services Section or the Fire Prevention Inspector.

All work shall be accomplished at the Wallops Flight Facility, Wallops Island, VA, inclusive of the Main Base, Island, and Tenant facilities located on or adjacent to these locations. The Island includes the Mainland connected by the Causeway. Temporary assignments at remotely located worldwide sites may also be required.

The Contractor shall supply all parts, components, and materials/supplies in the execution of the requirements of this section of the SOW. The items supplied shall be new or factory reconditioned parts and components. All replacement units, parts, components and materials/supplies used in the performance of the requirements shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; and shall comply with the applicable contract specifications. All mechanical parts procured for use at WFF shall adhere to NASA Management Instruction 5320.7, *Basic Policy for Mechanical Parts Control*, which establishes the policy for controlling the selection, testing, and tractability of mechanical parts. As a minimum, the following part types are considered under the provisions of this instruction: bearings, washers, rivets, rings, spacers, studs, pins, valves, springs, and threaded fastening devices. Parts and components, once installed in the Government facility, become Government property. Items not listed in the technical specifications shall be of acceptable industrial grade and quality. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least 10 working days after completion of the job and make these parts readily available for inspection by the Contracting Officer upon request. The Contractor shall obtain and maintain manufacturer's operating instructions and maintenance manuals on all new equipment installed by the Contractor. These documents shall become property of the Government and shall be turned into the Contracting Officer within five working days after completion or termination of the contract.

3.2 General Requirements

3.2.1 Operations, Maintenance & Repair

Introduction: This section of the contract includes but is not limited to the operation, maintenance, and repair of all facilities and equipment, including but not limited to air conditioning/refrigeration, ground water remediation, utility services, electrical distribution systems, central steam generating, water and wastewater plants, and all their connecting distribution systems; independent boilers and furnaces; all equipment and personnel elevators and lifting devices; and obstruction lights. In accordance with clause B.2, repair or replacement of any collateral equipment with unit costs greater than \$5K in value will be purchased by the Government.

Within ten calendar days following award of this contract, the CO will provide the Contractor with a list of Facility Operations Managers (FOM).

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Requirement: The Contractor shall furnish all labor, supervision, tools, materials, incidental engineering, transportation, and management necessary for the operations, maintenance, and repair of buildings and structures, related systems and equipment, and for the provision of other miscellaneous services issued under task orders. This requirement shall include, but not be limited to the following:

- (1) Perform PM and PT&I in accordance with existing requirements specified in the CMMS. Within 120 days of contract startup the Contractor shall propose any changes in the existing schedules to the CO for approval.
- (2) Implement all necessary work control procedures to receive, record, and ensure timely processing of work requirements, as well as to permit tracking of work in progress.
- (3) Plan, estimate, and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards.
- (4) Assure all requests are logged daily and entered into the CMMS. Service Requests must be approved by the CO prior to implementation.
- (5) Schedule and arrange work so as to cause the least interference with normal occurrence of WFF business and mission, particularly, in areas critical to mission support activities. Only in cases involving the threat of personal injury or equipment failure, shall equipment in mission critical areas be shut down without prior approval of the CO. Whenever such emergencies occur, the CO shall be notified immediately. The Contractor shall notify the FOM of any work to be performed in a building under the manager's control that would tend to disrupt the conduct of normal Government business. The Contractor shall notify the FOM at least two working days in advance of such scheduled work. Notification shall include the location of the work, type of work to be done, and the estimated completion date. The Contractor shall reschedule any work that the CO deems necessary to avoid unacceptable disruptions in the Government's business.
- (6) Provide verbal status reports when requested by the CO. The status of any item of work must be provided within one hour of the inquiry during regular working hours, and within three hours after regular working hours.
- (7) Record in the CMMS database all work accomplished including a descriptive narrative and labor hours, material used and its cost, and completion date.
- (8) The Contractor's Quality Control (QC) Plan shall reflect and incorporate the quality processes and quality management practices submitted in the technical proposal. For Navy facilities establish, implement and maintain a proactive quality control program that includes the Navy inspection standard MO 322.
- (9) Regardless of the type of work, i.e., trouble call, service request, etc. the Contractor is responsible for sustaining feed back and direct contacts with all customers. To promote good customer relations, the Contractor shall strive to ensure that in each case there is a complete mutual understanding of each work order's description of work, cost estimate, scheduling and access requirements; and that the quality level desired - and that to be delivered - are the same. The Contractor shall keep customers advised of any interference problems or necessary changes in the work, preferably in advance, and shall notify the customer and FOM within 10 days when the work is completed. A joint Contractor/FOM walk-through final inspection of the work is highly desirable in customer visible areas. The Contractor shall work with FOM's in accordance with paragraph 3.2.1(5).

9.0 OCCUPATIONAL MEDICINE

9.1 General - Reference and Technical Documents

Introduction: To provide medical service to personnel at any location, there are certain codes, standards, rules, and regulations that are required to be followed in order to ensure professional treatment of all personnel. Adherence to these guidelines also ensures that facilities meet standards necessary to maintain insurance. Examples of some of the codes and regulations that may have to be adhered to are the Joint Commission on Accreditation of Hospital Organizations (JCAHO), American Medical Association (AMA), American with Disabilities Act (ADA), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Commonwealth of Virginia codes, Navy and NASA codes.

Requirement: The Contractor shall be aware of all the codes and regulations that apply to operating a government medical treatment facility and shall maintain a copy of the pertinent codes at the facility at all times. The Contractor shall provide a central location within 45 days of the contract start date for copies of the pertinent regulations and make available to the Contracting Officer for approval. The Contractor shall adhere to all codes and regulations necessary to operate the facility.

Standard: Code regulations are filed on time and meet requirements. All codes and regulations are adhered to.

9.1.1 Government Furnished Equipment (GFE)

Introduction: Located on main base, there is a medical treatment facility that is available for use by both NASA and Navy personnel. The facility has the capability to perform routine medical services, limited emergency medical services, and routine dental services. Both military and civilian personnel stationed at Wallops Flight Facility currently use the medical treatment facility. Since there is a current medical facility in use, there is certain equipment that will be made available to the Contractor that is owned by the government. The government will provide the Contractor a detailed listing of all equipment and supplies currently used at the medical facility that will be made available for Contractor use. The Contractor shall be responsible for maintaining the equipment per guidelines established in this document. Any additional equipment that the Contractor feels is necessary to provide adequate medical services shall be provided by the Contractor and maintained by the Contractor.

Requirement:

- a. The Contractor shall be responsible for maintaining all government furnished equipment and ensuring that it is available for use at all times.

Standard: All government-furnished equipment (GFE) shall be available for use at least 98% of the time.

- b. The Contractor shall provide a log of all maintenance performed on government furnished equipment. Information such as date of maintenance, type of maintenance performed, equipment that maintenance was performed on, etc. shall be contained in the log.

Standard: The log shall be readily available for government inspection.

9.1.2 Work Schedule

9.1.2.1 Routine

Introduction: See also Section 1 - Working Hours. The normal working hours for government personnel are from 0700 hours to 1630 hours. The Contractor shall provide staffing for the period of 0730 hours to 1630 hours. In addition to establishing time periods for some of the routine tasks, the Contractor shall still be required to handle appointments not related to the routine tasks.

Requirement: The Contractor shall develop, not later than the contract start date and then updated weekly not later than noon Friday for the coming week, an electronic or paper schedule for the routine services provided at the clinic and publish it for all government personnel.

Standard: The Contractor shall publish the schedule on time in a manner that shall be readily visible (i.e. Navy Plan of the Day/NASA Home Page) to all government personnel.

9.1.3 Staffing

Introduction: At the current time, there are both Navy and NASA personnel that occupy the medical treatment facility. In the past, they operated independent of one another and provided assistance on an as-needed basis. Under this contract, the services are to be combined. The Navy will provide at least two medical personnel for the purpose of assisting in military examinations and maintaining records at the facility. The Contractor shall provide the personnel necessary to complete the medical mission delineated in the remainder of this section of the contract.

Requirement: The medical facility shall be open 5 days a week, Monday through Friday. The Contractor shall provide a physician for a minimum of 8 hours/day, 3 days/week, 52 weeks/year to meet the demands placed on the medical facility by government personnel. Other designated personnel shall support the facility during normal working hours 5 days a week (Monday through Friday). All personnel shall be properly certified with respect to Virginia, Tri-Care, JCAHO, and government codes/standards.

Standard: Staffing is adequate to meet demands.

9.2 Medical Treatment/Emergency Services

9.2.1 Occupational

(Category 1)

Introduction: Civil Service and military personnel employed at the Wallops Flight Facility and the Surface Combat Systems Center (SCSC) located at the Wallops Flight Facility are eligible to receive diagnosis and treatment at the MTF. In addition, Contractor personnel may be eligible for medical services based on their contract with the government. Personnel that are injured or become ill during working hours may receive medical services at the MTF that are limited to initial treatment and diagnosis only. Further consultations, treatments, etc. shall require the patient to be referred to their primary care physician or other specialists as needed.

Requirement: The Contractor shall:

- a. Provide initial treatment and diagnosis for all personnel during working hours regardless of whether such injury or illness was sustained by the employee in the actual performance of his/her duty.

Standard: Treatment and diagnosis is done in accordance with AMA standards. Patients are priority treated in accordance with the severity of the injury/illness.

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reports will be provided to the CO in the approved format within 2 business days of request. Status reports of requests shall be available electronically so that authorized personnel can review the latest status.

Standard: Timeliness – each of the above is performed on time. Quality: work is IAW prescribed procedures and formats. Documentation -- Databases and files are complete, orderly, up-to-date and available for review.

12.2.2 RESERVED

12.2.3 Administrative Intercom Paging System Support (IDIQ)

Requirement: The Contractor shall:

- a. Be responsible for support of the administrative intercom paging system. This is a landline-based system.
- b. Provide support that includes but is not limited to the new and sustaining engineering, installation, operation, maintenance, configuration, and analysis of systems.
- c. Install, operate, and maintain the associated amplifiers, speakers, controls, other miscellaneous

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associated hardware/software, and cable plant to include moves, adds, and changes (MAC) as directed by Telecommunications Service Requests (TSR).

- d. Provide system administration support to include processing of TSR's, database maintenance, documentation, and engineering drawings.
- e. Provide administrative intercom system support from 6:00 a.m. to 6:00 p.m. Monday through Friday. Overtime and/or shift changes may be required to support night, weekend, and/or holiday launches or other emergency operations.
- f. Provide maintenance of the intercom paging system equipment in accordance with telecommunication help desk trouble call procedures, priorities and timeframes.
- g. Accomplish MAC work within 3 business days of receipt of request.
- h. Update databases within 2 business days upon completion of work associated with TSRs.
- i. Update and prepare documentation and engineering drawings shall be made available to the CO in the approved format within 10 business days of work completion.

Standard: Timeliness: each of the above is performed on time. Quality: work is IAW prescribed procedures and formats. Documentation – Documentation, databases, and engineering drawings are complete, orderly, up-to-date and available for review.

12.2.4 Computer Local Area Network and Wide Area Network System Support

Requirement: The Contractor shall:

- a. Be responsible for support of the Computer Local Area Network and Wide Area Network Systems.
- b. Provide support that includes but is not limited to the new and sustaining engineering, installation, operation, maintenance, configuration, and analysis of systems.
- c. Install, operate, and maintain the associated ethernet, ATM, and other networking formats switches, routers, repeaters, transceivers, other miscellaneous associated hardware/software, and cable plant to include moves, adds, and changes (MAC) as directed by Telecommunications Service Requests (TSR).
- d. Provide system administration support to include processing of TSR's, database maintenance, documentation, and engineering drawings.
- e. Provide Computer Local Area Network and Wide Area Network System support from 0600 hours to 1800 hours Monday through Friday. Overtime and/or shift changes may be required to support night, weekend, and/or holiday launches or other emergency operations.
- f. Provide maintenance of LAN and WAN system equipment in accordance with telecommunication help desk trouble call procedures, priorities and timeframes.
- g. Accomplish MAC work within 3 business days of receipt.
- h. Update databases within 2-business days of completion of work.

Requirement: The Contractor shall administer, design, layout and maintain an up-to-date web page in accordance with prescribed Navy standards.

Standard: Meets quality, timeliness and documentation requirements.

14.0 TECHNICAL SERVICES

14.1 General Information

Introduction: For the purposes of this Section in addition to Navy there may be occasional support requirements for other local government tenants or partners. The CO will order this support on a case-by-case basis.

The Navy at WFF requires proficient and technically competent administrative services to support their mission, improve the processes, and strategic planning at all levels within the organization. Professional support using computer software packages compatible with current Navy standards and specialized computer programs is required. Certain work performed for this contract may require daily communications and interface between Contractor and Government customers for the purpose of technical clarification, technical assistance and general advice. To adequately perform this work there is a general need for the Contractor to be familiar with and knowledgeable of the Navy organizations and internal codes. Some of this work shall be of high priority and must be produced on a rapid turnaround basis; other work may require frequent changes or continual updating. Technical services in support of Navy requirements require appropriate security clearance and procedures shall be in compliance with prescribed security regulations. Working hours shall normally be from 0800 - 1630, Monday through Friday with the exception of federal holidays. Phone messages from customers shall be responded to no later than 5 p.m. of the next working day after the message is received. Property passes are required for the removal of government-owned equipment from and returned to a Government facility. The Contractor shall utilize a government vehicle in the performance of administrative support in the administrative office, mailroom, and graphics departments. Persons using a government vehicle will possess a valid drivers license.

14.2 Administrative Support (Category 2 & 3)

Introduction: Overall administrative support of basic office tasks is warranted to ensure daily operations run smoothly and are kept on schedule.

Requirement:

- a The Contractor shall, as requested, prioritized and within the time established by the CO, provide word processing, data entry, file management, schedule of events and management availability, document reproduction, office mail management, and visitor greeting and information services support. Support services required include scheduling, support process flow diagramming, processing personnel travel and training services, spreadsheets, digital presentations, serialization of correspondence, maintaining an electronic read file system, maintaining a military leave log and a Navy instruction database, receive, inventory, store and re-order office supplies. All correspondence and deliverables shall be electronically logged by date of receipt of the order, due date and completion date, and made available for status review at any time by authorized personnel. The Contractor shall support command-wide Network Centric and Network Centric Warfare activities.
- b The Contractor shall record, document electronically and make available for review by authorized personnel within 48 hours, minutes from Government planning and management meetings or conferences. The Contractor shall be familiar with the Navy Correspondence standards and shall draft official correspondence and memoranda in accordance with Navy standards.
- c The Contractor shall transmit, receive and acknowledge electronic mail and messages on a continuous basis. The Contractor shall use LAN based computer networks interfacing with the World Wide Web Internet and similar networks to research and provide data and information through the use of search engines. The Contractor shall consolidate search material and editing to integrate information into clear management documents or reports.

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- d The Contractor shall follow Malcolm Baldrige National Quality Criteria for performance quality self-assessment as part of the quality control program. Included are data gathering from various sources such as verbal, interviews, databases, hard copies, charts, graphs, figures, tables and text to provide the source for reports and other documents; writing documents describing processes, their workings, requirements, measurements, and improvement cycles; maintaining a review process to examine processes for process improvement; conducting statistical and other analyses as required; providing for process improvement input from customers in the form of complaints, suggestions and positive feedback; and managing databases for data collection. The Contractor shall assist in the development, deployment, collection, and analysis of surveys. The Contractor shall assist in strategic planning cycles including on-site Quarterly reviews and off-site annual sessions. The Contractor shall examine and track strategic planning goals, strategies, and objectives and periodically report on progress. The Contractor shall assure that process improvement tracks the strategic plan.
- e The Contractor shall also provide facilitation (requires a trained facilitator) of TQL and other meetings within 48 hours of receiving a request by the CO.
- f The Contractor shall provide training for Malcolm Baldrige, Strategic Planning, Total Quality Leadership and Process Improvement.
- g The Contractor shall assist in the Naval Sea Systems Command Performance Inspection (CPI) preparation both for the mid-term follow-up and the full CPI.
- h The Contractor shall, as requested, prioritized and within the time established by the CO, write, plan, design, compose, layout, edit proof and prepare professional quality information products, both visuals and documents for print, electronic publication and presentation for public relations purposes. Graphics and layouts shall be in accordance Navy Graphics standards listed in Appendix J. Directions may be from rough draft, brief notes, and/or oral instructions as well as from printed source material, photos, slides or electronic files. The contractor shall gather information, write and publish a quarterly local Navy newsletter titled "Skeeter News" containing information relating to Command events and accomplishments as well as military, civil service and contractor personnel accomplishments. The publication shall be in accordance with Navy Public Affairs Guidance listed in appendix J.

Standard: All deliverables are completed in accordance with Navy standards, electronically logged and completed on time. Zero instances of compromised classified material.

14.3 Audio Visual Services (Category 3) (IDIQ)

Introduction: The Navy and NASA conduct meetings, conferences and ceremonies in which audiovisual support is warranted. This support includes sound systems, video displays and links, TV connections, equipment demonstrations, digital photography, and audio and video taping, including the ordering and inventory maintenance of expendable supplies. The objective is to provide trouble-free (no background noise or interruptions) sound amplification for indoor and outdoor events, often in problematic locations such as airplane hangars.

Requirement:

- a The Contractor shall within 60 days of the contract start date inventory and assess the condition of the audiovisual equipment owned by NASA and Navy. This inventory shall indicate the condition, usefulness and estimated value of this equipment, and recommendations for new equipment necessary to fulfill the requirements of the audio visual support requirements. This inventory shall be submitted to the CO for approval and a decision on what equipment shall be retained. Purchase of

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new equipment shall be at the direction of the CO. The inventory shall be maintained up-to-date and validated and resubmitted to the CO no later than the anniversary date each year.

Standard: Inventory is complete and submitted on time.

- b The Audiovisual (A/V) operators shall, as required by the CO, transport, set up, operate and trouble-shoot A/V and television equipment and accessories including, but not limited to, microphones, amplifiers, speakers, projectors, broadcast cameras, video cameras, sound systems, and related equipment. The contractor shall provide digital photography support to cover Public Affair events, mishap investigations and other events as deemed necessary by the Government. The contractor shall process photos electronically and provide prints upon request. The A/V operators shall be able to physically move objects weighing up to 50 lbs., to sit or stand for long periods. All A/V support requirements shall be electronically logged by date of receipt of the order, due date and completion date, and made available for status review at any time by authorized personnel. (See also Section 12 Telecommunications for teleconferencing requirements.)

Standard: Zero instances of compromised classified material. All photographs processed electronically or printed are clear, focused and are of high quality.

14.4 Conference Services

Introduction: The Navy has a need for an on-site or off-site conference facility, equipped with basic supporting materials and audiovisual equipment that shall be available to the Navy.

Requirement: Develop a plan and cost estimate for CO approval, within 60 days of award, to provide space for a 25 person on-site or off-site, all-purpose conference facility. The location must be within 3 miles of the most direct route from WFF to Wallops Island or within a 5-mile radius of WFF Main Base Gate. The conference facility shall be comfortable (heated/air-conditioned, well lighted, equipped with restroom facilities, etc.) be equipped with adequate furnishings to include conference table, chairs, electronic white boards, etc. as well as equipped with various materials in support of conferences (i.e. presentation boards, easels, paper, pens, markers, etc). The Contractor shall coordinate and electronically publish an up-to-date schedule for conference facility. The requirements of paragraph 14.6 will be required in support of activity in this facility.

Standard: Room is available as scheduled. Materials/furnishings are adequate and heating/air conditioning/lighting elements are within comfort zone.

14.5 Duplicating Services (Category 2 - Navy) (Category 3 - NASA)

Introduction: The Navy and NASA have a need for a state-of-the-art duplicating facility at Wallops Flight Facility. The workload is not constant, but peaks must be met to support critical NASA and Navy operations, including requirements for work products to be produced outside the normal business hours stated above. Some of this work shall be of high priority and must be produced on a rapid turnaround basis; other work may require frequent changes or continual updating.

Requirement:

- a The Contractor shall on a continuous basis operate and trouble-shoot on-site state-of-the-art duplicating and binding equipment and accessories including, but not limited to, high-speed duplicators; high-speed digital duplicators; color copier; laminating, folding, trimming, and binding equipment. The Contractor shall order and maintain supplies of consumable materials needed to

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provide services and perform minor on-site equipment maintenance. The Contractor shall be able to manage the work flow to accommodate rush work during normal working hours, however, there may be occasional projects which shall require work to be done outside the normal business hours stated above. A Secret clearance is required.

- b The Contractor shall maintain up-to-date specific measurement metrics (numbers of impressions, toner, paper usage, etc.) in an electronic and approved format that are available at all times for review by authorized personnel.
- c The Contractor shall provide quality work products that shall be complete and equal to the original copy provided by the customer. The Contractor shall show good judgment of whether an original is of reproducible quality and shall be able to remove lines, smudges, dirt marks, or anything not part of the original to attain a good reproducible copy.
- d The Contractor shall comply with all federal regulations as well as NASA and Navy policies and standards concerning printing, duplicating, and copy management. All duplicating support requirements shall be electronically logged by job description, date of receipt of the order, due date and completion date, and made available for status review at any time by authorized personnel.
- e Contractor shall save and store electronic files for reprint as requested. These files remain the property of the Government.

Standard: Meets quality, timeliness and documentation requirements.

14.6 Graphics Services (Category 2)

Introduction: Graphics support is necessary to fulfill print and presentation requirements. Work performed for this contract requires communications and interface with engineering and administrative personnel for the purpose of technical clarification. Graphics products may include, but are not limited to, digital image files, Web and hard copy images, layouts for brochures, booklets, handouts, posters, covers, web pages and signs. The Contractor shall be required to create charts, graphs, and tabular art; flow diagrams, symbols and logo art; technical and scientific illustrations and occasionally 2-D animation and various multimedia products. Some of this work shall be of high priority and must be produced on a rapid turnaround basis other work may require frequent changes or continual updating. Conventional printing products must be purchased through specific agency organizations such as the Defense Printing Service Office (DPSO) for the Navy and NASA Goddard printing office for NASA products.

Requirement:

- a. The Contractor shall provide on a continuous basis, on-site design, layout and illustration, digital image manipulations and technical support for state-of-the-art hardware and software. The Contractor shall provide pre-production design and layout for customer review as well as planning and consultation work in the process of creating final product. The Contractor shall provide matting services for photographs, certificates, etc. All deliverables shall meet the customer's required date and quality standards.
- b. The Contractor shall maintain up-to-date specific productivity metrics (numbers of slides, brochures, images, etc.) in an electronic and approved format that are available at all times for review by authorized personnel.

Standard: Meets quality, timeliness and documentation requirements.

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14.7 NASA Wallops Visitor Center (VC) and the Education Resource Center (ERC) (IDIQ)

Introduction: The contractor will manage and operate the NASA Wallops Visitor Center (VC) and the Education Resource Center (ERC). This effort includes developing, implementing and promoting public programs, exhibits, tours, and publications representing the research and activities conducted at the Wallops Flight Facility and throughout NASA.

Requirement: The contractor, based on a Task Order, will manage and operate the VC and the ERC for the following schedule:

ERC: 10 a.m. to 4 p.m., Thursday - Saturday, June - September.

VC: 10 a.m. to 4 p.m., Thursday - Monday, March - June and Labor Day - November

10 a.m. to 4 p.m., Monday - Friday, December - February

10 a.m. to 4 p.m., daily, July 4 - Labor Day.

Standard: The VC and the ERC are properly manned in accordance with the above schedule.

14.8 Mail Services (IDIQ)

Introduction: The Contractor shall perform mail service functions for the Navy and NASA as well as their support contractors and tenants at WFF. The operation of the Mail Service Center at WFF involves the processing and delivery of incoming mail, internal mail, outgoing mail, labeled distributions, and special mail services. The MSC is operated in accordance with U.S. Postal Regulations. The Contractor shall be responsive to customers' needs and exhibit a positive customer service attitude toward all persons at all times.

Requirement: The Contractor shall:

- a. Provide continuous and on-going rapid handling and accurate delivery of mail at the lowest cost available.
- b. Mail management operations shall be in full compliance with the local area USPS mail sorting and bagging requirements and the current official Department of Defense Mail Directives and USPS Mail Manuals.
- c. Screen all outgoing international mail against the list of countries that are subject to special policy and procedures per the Wallops Foreign Visits Coordinator, Code 800. The Contractor shall return any outgoing mail addressed to a country appearing on the list to the sender along with a form letter approved by the Code 800 Administrative Officer directing the sender to the Wallops Foreign Visits Coordinator, Code 800.
- d. Handle U.S. Express Mail, Registered Mail, Certified mail, Special Delivery, Special Handling, Insured mail, Return Receipts, Certificates of Mailing, Restricted Delivery, Express Mail, Federal Express Mail, etc.
- e. At no time jeopardize the integrity of the USPS system and ensure the Navy and NASA's mission is protected at all times. The mailroom, mail, and meters shall be in the control of mailroom personnel at all times.

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- f. Maintain accurate and appropriate reports and mail summaries and make them available for review by the CO at any time.
- g. Calibrate equipment scales when necessary and no less than once per year.
- h. Ensure that the daily delivery of all outgoing USPS mail is at the Wallops Island Post Office by 3 p.m. each day for pick up by USPS.
- i. Process and sort internal mail and deliver/pick-up to/from WFF buildings down to the lowest organizational level once daily, or more often on an exception basis as directed by the Contracting Officer. Mail delivery and pick up locations will be established by the Mailroom IPT members and provided to the contractor as required.
- j. Research incorrectly addressed priority, interoffice, and first class within 1 work day, and all others within 2 workdays.
- k. Accurately prepare/process labeled distributions within 3 workdays of receipt unless a longer time frame is negotiated with the project initiator. On an exception basis, distributions within 1 workday will be required for project related document distribution, i.e., Operations and Safety Directives.
- l. Contractor personnel performing mail services shall hold SECRET security clearances and shall handle and safely store all incoming and outgoing sensitive and classified material and special handling mail.
- m. Process all Navy mail through the existing Navy Mail Service Center in Bldg R-30. Process all NASA mail through the existing NASA Mail Services Center in Building E-7.

Standard: All services are provided in accordance with USPS, NASA and Navy standards and regulations, properly documented, and completed on time. Zero instances of Security non-compliance.

14.9 Equipment Maintenance Services:

(Category 3)

Requirement:

- a. The Contractor shall trouble-shoot and repair Technical Services equipment and accessories required to perform this work.
- b. The Contractor shall provide to the CO for approval cost and time estimate to repair all failed equipment and restores it to its required operating condition.
- c. The Contractor shall make the approved repairs within the approved time and cost estimate. Any equipment serviced shall be maintained in accordance with the Original Equipment Manufacturers' (OEM) technical specifications.
- d. The Contractor shall be product-certified on those products for which the OEM provides certification.
- e. The Contractor shall conduct preventative maintenance in accordance with the equipment manufacturer's recommendations.

Standard: Repairs are completed in accordance with the approved time and cost estimates. Maintenance is performed in accordance with manufacturer's recommendations. All services are provided in accordance with NASA and Navy standards, electronically logged, and completed on time.

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15.0 LOGISTICS

15.1 General Information

Introduction: The Contractor shall provide logistics support to WFF including on-site and off-site Government and contract tenant organizations. Additionally, the Contractor shall supply reimbursable services to other NASA centers and other U. S. Government agencies when approved by the Contracting Officer. In addition to NASA logistics operation, the Contractor shall provide logistics support to the Navy at WFF.

The Contractor shall provide logistics support services to GSFC/WFF and Navy programs and projects. These services include store stock warehouse operations, transportation, equipment management, procurement, repair parts management and hazardous material management. The Contractor shall initially utilize the Standard Operating Procedures (SOP) provided by the Government for Logistics. The Contractor shall be responsible for developing their own SOP's for this area in accordance with section H.4.

15.2 Supply Support Operations (AMMS – CAT 2) (SNAP, SALTS – CAT1)

Introduction: The Contractor shall perform the supply support services at WFF that provide support to a wide range of authorized customers. NASA and the Navy utilize separate supply systems at WFF. Customers pay for ordered material through the use of funded requisitions. The following functions are required to be accomplished: receiving, processing and reporting the status of requisitions, backorder management, managing inventories and commodities, including a number of specialized functions; research and cataloging; and procuring, storing material, issuing material, and financial management and accounting. The systems shall be operated in accordance with all applicable government regulations, policy documents, procedure issuances and formal instructions governing NASA, GSFC, and Navy supply management operations.

For NASA, the WFF Store Stock Inventory shall be managed by the Logistics Management Division's (LMD) Goddard Logistics Service Contract (GLSC) at Greenbelt using the Advanced Material Management System (AMMS). The primary source of material support for WFF customers and for the WICC's internal support requirements is the WFF Stores Stock Inventory using the AMMS. The following supply operations will be performed by the GLSC at Greenbelt: purchasing, JIT commodities, inventory management, commodity control, carrier accounts, operation of AMMS, stock replenishment, shelf-life management, and new items establishment, and retention/excess reviews.

The WICC Contractor shall use the AMMS and be responsible for the following WFF Store Stock supply functions for NASA: Warehouse operation, processing of customer issues and returns, processing of receipts, physical inventories and item excessing (joint responsibility with GLSC), customer service, coordinating of new stockage requests, and delivery of material. In addition the Contractor shall be responsible for purchasing institutional support material not available through the GSFC supply system at Greenbelt or WFF (i.e. emergency requirements, blanket purchase agreements, etc.). The WICC contractor shall not establish any additional inventories without specific written direction and approval.

For Navy procedures, the customer inputs a request for material or services in the SNAP system or by another approved form. The Contractor shall review the request for appropriate documentation, and approved by the Navy for filling. The Contractor screens sources of supply and transmits approved requisitions through SALTS or forwards open purchase requisitions to the Navy purchasing official. For open purchase items, the Contractor locates sources and processes paperwork. The Contractor shall monitor outstanding requisitions and procurements, processes invoices, tracks statistics, processes receipts, and track shipments.

- a. Screen open purchase requests for accuracy and documentation. The Contractor shall provide sources of supply and maintain various documents, logs, and files. (Navy)
- b. Make maximum use of government (e.g. DOD, GSA) supply sources when material is available from those sources, except when doing so shall prevent meeting specified priorities or delivery deadlines, or when non-government sources provide material of equal or better quality at equivalent prices. (Navy)
- c. Establish and maintain a purchasing system to support procurement of materials and services needed to perform tasks under this contract which are unavailable through AMMS. (NASA)
- d. Ensure all open purchase requests are properly filled out and submitted to the government buyer in accordance with the FAR, DFAR, and NAVSUP regulations.
- e. Maintain open purchase logs, documents, and files.
- f. Locate sources of supply for open purchase requests and provide these to the government buyer for purchase.

Standard: Provide emergency purchases in a timely manner. File documents accurately and in a timely manner. Ensure accurate purchase requests and sources of supply are provided to the government buyer in a timely manner.

15.7.1 Developing Procurements and Validating Requirements

Requirement: For NASA, the Contractor shall develop procurement packages to support specific commercial procurements. Validate requirements with requisition originator, and ensure the development and submission of special technical justifications.

Standard: Provide accurate and timely development of purchase orders.

15.7.2 Validation and Award of Purchase Orders, Blanket Purchase Orders, and Subcontracts

Requirement: For NASA, the Contractor shall develop and implement a comprehensive set of procedures covering all phases of the purchasing process and shall ensure integrity, efficiency and protection of the government's resources in all purchasing actions. The Government shall approve procedures. Required reviews of certain types of purchases or subcontracts by the Contracting Officer or other Government representative shall be accommodated.

Standard: Procedures covering the purchase process shall be in accordance with NASA regulations and provided in a timely manner.

15.7.3 Competitive Bidding and Price Negotiation

Requirement: The Contractor shall develop and maintain a system for obtaining competitive bids and price breaks, establishing proper controls of premium charges, and otherwise negotiating the most cost-effective procurements.

Standard: Provide procurements in a timely and cost effective manner.

15.7.4 Expediting Follow-up and Status Reporting

Requirement: The Contractor shall develop and implement a plan and procedures for follow-up, expediting and status reporting of purchased materials, repairs, and services to ensure vendor service performance and delivery according to purchase agreements and customer needs.

Standard: Provide status and follow-ups in a timely manner.

15.7.5 Intentionally Left Blank

15.8 Receiving (RITS – CAT 2)

Introduction: A central receiving facility is operated at NASA WF. All materials ordered for delivery are received through this facility except: compressed gases delivered directly to an on-site or off-site cylinder or container; direct deliveries where specified in a contract; non-Government property entering WFF for test and evaluation; and Class 1.1, Class 1.2 and Class 1.3 explosives that shall be delivered directly to the NSROC Contractor in Building M-15.

The Government provided Receipt, Inspection, and Test System (RITS) shall be utilized to process NASA items falling under the scope of ISO 9001. This system provides direction to the initial receipt and inspection and also acts as a means of tracking vendor performance.

15.8.1 Receipt of Non-Government Purchased Items

Requirement: The Contractor shall:

- a. Inspect for initial acceptance, the quantity and condition of all property received; ensure that all incoming material being processed for stock, or to satisfy customer demands, is properly documented and correct as to quantity, quality, and identification, and is staged for delivery or warehousing.
- b. All NASA and Navy material shall be x-rayed for security purposes. Material too large for x-ray shall be inspected by Receiving personnel in an effort to identify suspicious material.
- c. For NASA, items shall be processed within 4 workdays of receipt.
- d. Ensure items requiring property tags are tagged before delivery. NASA received items are tagged in accordance with NPG 4200.1 within 4 workdays of receipt. Navy received items are tagged in accordance with local instructions.
- e. Initiate required follow-up with vendors on materials received with discrepancies.
- f. Ensure hazardous materials are properly handled and Material Safety Data Sheets (MSDS) are attached.

Standard: All receipts are processed accurately and in a timely manner. Hazardous materials are handled according to work instructions and MSDS.

15.8.2 Receipt of Government Procured Items (NEMS – CAT 1) (CHIRPS – CAT 2)

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Activity	Frequency	Documentation
Employee safety training	Monthly	Minutes and attendance
New employee physicals (if applicable) and drug screening	Prior to employment	Personnel record
Accident reviews and lessons-learned at safety training	Monthly	Minutes and attendance
Emergency training exercises	Semi-annually	Quality and Safety Section files
New employee orientation and general safety training and verification by the Safety Manager that all required safety equipment is available to each employee	Upon hire	Personnel file
Hazardous materials and operations training for applicable new employees	Upon hire	Personnel file
Accident/incident/damage reporting	Per occurrence	Notification to CO per SOW
Formal safety and health inspections	As required	Inspection reports and follow-up plans
Report		

6.16 Revising the Safety and Health Plan

This Safety and Health Plan will be reviewed at least annually (more often, if needed) to accommodate new operations or incorporate lessons learned from incident investigations. Plan revisions will be dated and recorded in a revision history which will be maintained by the Safety Manager for the life of the document. Plan revisions will be prepared by the Safety Manager in coordination with Division Managers prior to approval by the Program Manager and submission to the WICC CO for approval and subsequent incorporation into the Plan.

6.17 Subcontractor Compliance

The Cube Corporation will hold all subcontractors of the Cube Team on the Wallops Island Consolidated Contract (WICC) fully accountable for adherence to the WICC Safety and Health Plan. These requirements will be formally flowed down and incorporated in our team member subcontract agreements.

J-1 LIST OF ATTACHMENTS (GSFC 52.211-101) (OCT 1988)

The following attachments constitute part of this contract:

<u>Attachment</u>	<u>Description</u>	<u>Date</u>	<u>No. of Pages</u>
J-1	Statement of Work	7/26/01	182
J-2	SOW Appendix	7/26/01	59
J-3	Government Property	NA	18
J-4	Safety & Health Plan	4/19/02	19
J-5	Wage Determinations (WDs)	5/29/00	8
J-6	IDIQ Pricing Schedule	5/21/01	6
J-7	Definitions	NA	9
J-8	Contract Work Breakdown Structure	5/21/01	9
J-9	Critical Positions	5/21/01	3
J-10	Security Classification	NA	2
J-11	Transition Plan	5/21/01	4
J-12	Award Term/Fee Plan	TBD	

(End of Clause)
(End of Section)

ADD at G.12 RESERVED. Delete the word RESERVED.

G.12 CONTRACTOR ACQUIRED GOVERNMENT PROPERTY--QUARTERLY REPORTING (GSFC 52.245-93) (OCT 2000)

(a) Definition. "Controlled equipment" means all equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost less than \$1,000 that are designated, and identified as sensitive by Appendix C of NPG 4200.1E and by the GSFC Logistics Management Division, Property Management Branch, Code 235.

(b) Property shall not be purchased on the account of the Government unless authorized by the terms of the contract or approved by the Contracting Officer, including compliance with the Subcontracts clause of this contract. Further, any purchase of controlled equipment with an estimated unit cost of \$1000 or more shall not be made until the equipment has been screened through the NASA Equipment Management System (NEMS). The Contractor shall submit a DD Form 1419, DoD Industrial Plant Equipment Requisition, through the Contracting Officer, to the GSFC Installation Property Team Leader, Code 235, for the prescreening of the NEMS records to determine the availability of existing Government owned property may satisfy the requirement.

(c) Immediately after the purchase of any controlled equipment as defined in paragraph (a), the Contractor shall submit a GSFC Form 20-4, Shipping Document, to the GSFC Supply and Equipment Management Office, Code 235, for the purpose of entry of the equipment into NEMS. A copy of the GSFC Form 20-4, shall also be provided to the GSFC General Accounting Department, Property and Reporting Team, Code 157, within 5 working days. The GSFC Form 20-4, or other form acceptable to the GSFC Supply and Equipment Management Office, must contain all of the data elements necessary to establish accountability, including both the contract number and the Contractor's purchase order number under which the equipment was purchased.

(d) The Contractor shall submit, on a quarterly basis, a report of all Contractor-acquired property, regardless of acquisition value. This report must be submitted within 30 calendar days after the end of each calendar year quarter; i.e., January 30, April 30, July 30, and October 30. Submittal shall be to the Contracting Officer and to the Supply and Equipment Management Officer, Code 235. For acquisitions of controlled equipment, the list shall include item description, manufacturer, model, serial number, cost, location of the items, and GSFC property number. For all other acquisitions, the list shall include item description, quantity, cost, and location of the items. Controlled equipment previously reported on GSFC Form 20-4's, or other forms, and materials included in NASA Form 1489 shall be included in the quarterly reports. Negative reports shall be submitted, if applicable.

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(e) If the Contractor maintains a stock inventory of Government property with a minimum average value of \$75,000, the Contractor shall comply with NPG 4100.1D. The Contractor shall submit a NASA Form 1489, Annual Analysis of Physical Inventory Report, and a NASA Form 1324, Semi-Annual Report of Personal Property Operations. The NASA Form 1489 shall be submitted within 5 working days after the September 30 reporting period each year. The NASA Form 1324 shall be submitted within 5 working days after the March 31 and September 30 reporting period each year. Both reports shall be submitted to the Supply and Equipment Management Officer, Code 235, with a copy to the Contracting Officer.

(End of clause)

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